## Questions

### First Term Net Revision
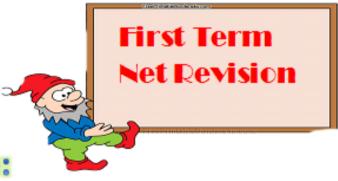
## A) Fill in the space:

1.  The Regional and Language Options icon is located at the ………

2.  From the Regional and Language Options icon you can justify
   ……… , ……… , …………… , …………………

3.  To open the "Regional and Language Options" icon, click on ……..
   then select the ………….

4.  To change the country setting, from the …………. tab select the
   country.

5.  After you perform the steps you must click on ………….or
   ………….buttons to perform the changes.

6.  You can change the number display from ………….tab.

7.  To change the number display according to your country, select
   ………….from the "Digit Substitution" drop-down menu.

8.  When we want to change the number display to standard Arabic,
   select ………….from the "Digit Substitution" drop-down menu.

9.  To change the number display according to the keyboard
   language, select ………….from the "Digit Substitution" drop-down
   menu.

10. You can change the number display from ………….drop-down
   menu.

11. You can change the date display from .........tab.

12. The ........button is responsible for changing the individual settings for date, time, number, or currency.

13. You can change the date display from ......... drop-down menu.

14. You can change the date display according to Hijri or Gregorian (.........).

15. To change the currency, open the .........drop-down menu.

16. You can change the currency symbol from .........tab.

17. Solving language problem means adding a new language to the .........languages.

18. You can add a new language by clicking on .........button from .........tab which in the Regional and Language Options window.

19. To add a new language, click on "Details" button then from the settings tab click on .........button.

20. You can add Arabic language to the keyboard's language from the .........tab.

21. You can install a new printer to the computer from the ..........................icon that found in the Control Panel.

22. To add a printer click on .................... icon

23. To add a printer, click on ....................**.** button

24. The_.................... is an output unit that used to display the letters or graphics from the computer on a paper.

25. To open the "Printer and Faxes" icon from the "Start" menu select the ....................

26. If you have a printer's CD click on .................... button to install it.

27. You can manage the printer from the .................... menu.

28. To pause the printing of one file select .................... from the shortcut menu.

29. To cancel the printing of one file select .................... from the shortcut menu.

30. To cancel the printing of one file select .................... from the keyboard.

31. To pause the printing of all files select .................... from the Printer menu.

32. To cancel the printing of all files select .................... from the Printer menu.

33. After you follow the" Add Printer wizard" steps click on .................... button to end the process.

34. To set a printer as a default, right click on the printer and select ....................

35. To remove the printer, right click on the printer and select ....................from the shortcut menu.

## B) Put ( ✓ ) or ( ✗ ):

1. You can't change the setting of any country from the computer. ( )

2. The "Regional and Language Options" icon is located at the Control Panel.                                                                 . ( )

3. You can change the country from the "Country" tab.      . ( )

4. To open the "Regional and Language Options" icon, from the "Start" menu select the "Desktop".                              . ( )

5. You can change the number display from "Calendar type" drop-down menu.                                                            . ( )

6. You can select "None" , "National" or "Context" to change the number display.                                                            (     )

7. You can change the number display from "Numbers" tab.      (     )

8. To change the date display open "Digit substitution" drop-down menu.                                                            (     )

9. You need to change the date format to suit your country setting.                                                                    (     )

10. You can change the date format from "Time" menu.           (     )

11. If you change the country, the other fields like {currency , time, ....} will reflect the new country .                               (     )

12. To change the currency, click on the "Customize" then open "Country" tab.                                                            (     )

13. You can change the currency from the "Currency symbol" drop-down menu.                                                            (     )

14. To access the language setting, click on "Customize" from the "Languages" tab.                                                   (     )

15. To add an Arabic language to the keyboard languages, select Arabic language from the "default input language" drop-down menu.(     )

16. You can't add more than two languages to the keyboard languages.                                                                (

17. To install the software of the printer you must connect the printer directly to the computer.                                    (     )

18. You can't connect more than one printer on the same computer.(   )

19. The "Printer and Faxes" icon is located at the Desktop.           (     )

20. It's a good idea to print a test page to check if the printer is working correctly or not.                                       (     )

21. To open "Printer and Faxes" icon, from "Start" menu select "Control Panel".                                                      (     )

22. To add a printer click on "Add a printer" from the Printer window.                                                               (     )

23. After you follow the Printer wizard steps, click on "Cancel". (     )

24. When you add a printer you must follow the wizard steps.   (     )

25. You can manage the printer from "View" menu.              (     )

26. If you connect more than one printer to the computer, you can set one of them as a main printer.                                 (     )

27. To pause the printing of all files, select "Cancel all Documents" from "Printer" menu.                                          (     )

28. To cancel the printing of all files, select "Pause printing" from the "Printer" menu.                                            (     )

29. To remove the printer, select "Delete" from the menu.        (     )

30. The printer is an input unit it displays the text or graphics on a paper from the computer.                                      (     )

## D) Choose the correct answer:

1. You can change the country, currency, date display and number display from the ................... icon.

   (My Computer – Recycle Bin – Regional and Language Options)

2. The Regional and Language Options icon is located at ..........................

   ( Control Panel – Desktop – My Computer )

3. You can change the number display from the ............................ tab.

   (Digit substitution – Date – Numbers)

4. To change the number display open ....................................... menu.

   (Digit substitution – Date – Numbers)

5. You can change the number display to be ..............................

   (None – National – Context – all of them)

6. To change the date display, open ...................................... tab.

   (Date – Calendar type – Date display)

7. You can change the date display from ...........................drop-down menu.

   (Date – Calendar type – Date display)

8. After performing the steps of number display click ..................... button.

   (Cancel – Customize – Apply)

9. You can change the currency, number display and date display after clicking on ........................ button.

   (Cancel – Customize – Apply)

10. To add the required language to the keyboard, from the Control Panel select ......................................

   (Start – Languages – Regional and Language Options)

11. The ...................... is a device that used to display the text or graphics on a paper.

<div align="center">(keyboard – mouse – printer )</div>

12. To open the "Printer and Faxes" icon, from the "start menu" select ...........................(Desktop – Control Panel – My Computer )

13. To add a printer click on ...........................

<div align="center">(Add a printer – Finish – Next)</div>

14. After following the Printer wizard steps click on ................. button.

<div align="center">(Add a printer – Finish – Next)</div>

15. If you have a CD of the printer, you can click on ..................

<div align="center">(Finish – Have disk – Print)</div>

16. To pause the printing of all files, select ..................... from printer menu.   (Pause – Pause printing – Cancel all Documents)

17. To pause the printing of one file, right click on the file and select ................. from the shortcut menu.

<div align="center">(Pause – Pause printing – Cancel all Documents)</div>

18. To cancel the printing of one file, right click on the file and select ................. from the shortcut menu.

<div align="center">(Delete – Cancel – Pause)</div>

19. To cancel the printing of all files, select ..................... from the Printer menu.

<div align="center">(Pause – Pause printing – Cancel all Documents)</div>

20. To cancel the printing of one file, select ............ from the keyboard.            (Delete – Cancel – Pause)

21. To remove the printer from the computer, right click on the printer and select ........................

(Remove – Delete – Cancel)

22. To set a printer as a default printer, right click on the printer and select ........................................

(Cancel all Documents – Set as default printer)

## E) Re – arrange :

## A) Re-arrange the following steps to change the country:

(      ) From the "Regional Options" tab change the country.

(      ) Open the "Regional and Language Options" icon.

(      ) Click on "Apply".

(      ) From the "Start" menu select the "Control Panel".

## B) Re-arrange the following steps to change the number display:

(      ) Open the "Number" tab.

(      ) From the "Start" menu select the "Control Panel".

(      ) Click on "Apply".

(      ) From the "Regional Options" tab click on the "Customize" button.

(      ) Open the "Regional and Language Options" icon.

(      ) From the "Digit substitution",change the number display that you want (None , National or context )

## C) Re-arrange the following steps to change the date display:

(       ) From the "Regional Options" tab click on the "Customize" button.

(       ) Click on "Apply".

(       ) From the "Start" menu select the "Control Panel".

(       ) From the "Calendar type" drop-down menu change the date display.

(       ) Open the "Date" tab.

(       ) Open the "Regional and Language Options" icon.

## D) Re-arrange the following steps to change the currency:

(       ) From the "Start" menu select the "Control Panel".

(       ) Open the "Currency" tab.

(       ) Click on "Apply".

(       ) Open the "Regional and Language Options" icon.

(       ) From the "Currency symbol" menu change the currency symbol.

(       ) From the "Regional Options" tab click on the "Customize" button.

## E) Re-arrange the following steps to solve the language problem:

(    ) Open the "Regional and Language Options" icon.

(    ) Click on "Add" if you don't have the language that you want.

(    ) Click on "OK"

(    ) From the "Start" menu select the "Control Panel".

(    ) Choose the "Arabic" language from the "Default input language" drop-down menu.

(    ) Click "Apply".

(    ) Click on the "Details" button from the "Languages" tab.

## F) Re-arrange the following steps to add a printer to the computer:

(    ) Open the "Printer and Faxes" icon.

(    ) Follow the Printer wizard steps.

(    ) Click on "Add a printer".

(    ) From the "Start" menu select the "Control Panel".

(    ) Click "Apply".

## F) Matching with the name of the tab:

| | |
|---|---|
| Regional Options tab | used to change the currency |
| Number tab | used to change the country |
| Date tab | used to solve language problem |
| Currency tab | used to change the number display |
| Languages tab | used to change the date |

# Answers

## A) Fill in the space:

1. The Regional and Language Options icon is located at the **Control Panel**

2. From the Regional and Language Options icon you can justify **Country , Date display , Number display , Currency and solving the language problems.**

3. To open the "Regional and Language Options" icon, click on **Start** then select the **Control Panel.**

4. To change the country setting, from the **Regional Options** tab select the country.

5. After you perform the steps you must click on **Apply** or **OK** buttons to perform the changes.

6. You can change the number display from **Numbers** tab.

7. To change the number display according to your country, select **National** from the "Digit Substitution" drop-down menu.

8. When we want to change the number display to standard Arabic, select **None** from the "Digit Substitution" drop-down menu.

9. To change the number display according to the keyboard language, select **Context** from the "Digit Substitution" drop-down menu.

10. You can change the number display from **Digit Substitution** drop-down menu.

11. You can change the date display from **Date** tab.

12. The **Customize** button is responsible for changing the individual settings for date, time, number, or currency.

13. You can change the date display from **Calendar type** drop-down menu.

14. You can change the date display according to Hijri or Gregorian (**AD**).

15. To change the currency, open the **Currency symbol** drop-down menu.

16. You can change the currency symbol from **Currency** tab.

17. Solving language problem means adding a new language to the **keyboard** languages.

18. You can add a new language by clicking on **Details** button from **Languages** tab which in the Regional and Language Options window.

19. To add a new language, click on "Details" button then from the settings tab click on **Add** button.

20. You can add Arabic language to the keyboard's language from the **Language** tab.

21. You can install a new printer to the computer from the **Printer and Faxes** icon that found in the Control Panel.

22. To add a printer click on **Printer and Faxes** icon

23. To add a printer, click on **Add a Printer.** button

24. The **Printer** is an output unit that used to display the letters or graphics from the computer on a paper.

25. To open the "Printer and Faxes" icon from the "Start" menu select the **Printer and Faxes.**

26. If you have a printer's CD click on **Have Disk** button to install it.

27. You can manage the printer from the **Printer** menu.

28. To pause the printing of one file select **Pause** from the shortcut menu.

29. To cancel the printing of one file select **Cancel** from the shortcut menu.

30. To cancel the printing of one file select **Delete** from the keyboard.

31. To pause the printing of all files select **Pause printing** from the Printer menu.

32. To cancel the printing of all files select **Cancel all documentes** from the Printer menu.

33. After you follow the" Add Printer wizard" steps click on **Finish** button to end the process.

34. To set a printer as a default, right click on the printer and select **Set as a default printer.**

35. To remove the printer, right click on the printer and select **Delete** from the shortcut menu.

## B) Put ( ✓ ) or ( ✗ ):

1. You <u>can't</u> change the setting of any country from the computer.( ✗ )

2. The "Regional and Language Options" icon is located at the control Panel.  ( ✓ )

3. You can change the country from the "<u>Country</u>" tab.  ( ✗ )

4. To open the "Regional and Language Options" icon, from the "Start" menu select the "<u>Desktop</u>".  ( ✗ )

5. You can change the <u>number display</u> from <u>"Calendar type"</u> drop-down menu.  ( ✗ )

6. You can select "None" or "National" or "Context" to change the number display.  ( ✓ )

7. You can change the number display from "Numbers" tab.  ( ✓ )

8. To change the <u>date</u> display open <u>"Digit substitution"</u> drop-down menu.  ( ✗ )

9. You need to change the date format to suit your country setting.  ( ✓ )

10. You can change the <u>date format</u> from "<u>Time</u>" menu.  ( ✗ )

11. If you change the country , the other fields like {currency, time, ….} will reflect the new country.  ( ✓ )

12. To change the currency, click on the "Customize" then open "<u>Country</u>" tab.  ( ✗ )

13. You can change the currency from the "Currency symbol" drop-down menu.  ( ✓ )

14. To access the language setting, click on <u>"Customize"</u> from the "Languages" tab.  ( ✗ )

15. add an Arabic language to the keyboard languages, select Arabic language from the "Default input language" drop-down menu.( ✔ )

16. You <u>can't</u> add more than two languages to the keyboard languages.                                    ( ✘ )

17. To install the software of the printer you must connect the printer directly to the computer.                    ( ✔ )

18. You can't connect more than one printer on the same computer.( ✘ )

19. The "Printer and Faxes" icon is located at the <u>Desktop</u>.    ( ✘ )

20. It's a good idea to print a test page to check if the printer is working correctly or not.                         ( ✔ )

21. To open the "Printer and Faxes" icon, from the "Start" menu select "Control Panel".                                ( ✔ )

22. To add a printer click on "Add a printer" from the Printer window.
                                                              ( ✔ )

23. After you follow the Printer wizard steps, click on "<u>Cancel</u>". ( ✘ )

24. When you add a printer you must follow the wizard steps.  ( ✔ )

25. You can manage the printer from "<u>View</u>" menu.              ( ✘ )

26. If you connect more than one printer to the computer, you can set one of them as a main printer.                     ( ✔ )

27. To pause the printing of all files, select "<u>Cancel all Documents</u>" from "Printer" menu.                              ( ✘ )

28. To cancel the printing of all files, select "<u>Pause printing</u>" from the "Printer" menu.                               ( ✘ )

29. To remove the printer, select "Delete" from the menu.     ( ✔ )

30. The printer is an <u>input unit</u> it displays the text or graphics on a paper from the computer.                         ( ✘ )

## D) Choose the correct answer:

1. You can change the country, currency, date display and number display from the ................... icon.

    (My Computer – Recycle Bin – **Regional and Language Options**)

2. The Regional and Language Options icon is located at .........................( **Control Panel** – Desktop – My Computer )

3. You can change the number display from the ............................ tab.

    (Digit substitution – Date – **Numbers**)

4. To change the number display open ..................................... menu.

    (**Digit substitution** – Date – Numbers)

5. You can change the number display to be ..............................

    (None – National – Context – **all of them**)

6. To change the date display, open ..................................... tab.

    (**Date** – Calendar type – Date display)

7. You can change the date display from ...........................drop-down menu.

    (Date – **Calendar type** – Date display)

8. After performing the steps of number display click ..................... button. (Cancel – Customize – **Apply**)

9. You can change the currency, number display and date display after clicking on ....................... button.

    (Cancel – **Customize** – Apply)

10. To add the required language to the keyboard, from the Control Panel select ........................................

    (Start – Languages – **Regional and Language Options**)

11. The ....................... is a device that used to display the text or graphics on a paper.

(keyboard – mouse – **printer** )

12. To open the "Printer and Faxes" icon, from the "start menu" select ............................(Desktop – **Control Panel** – My Computer )

13. To add a printer click on ............................

(**Add a printer** – Finish – Next)

14. After following the Printer wizard steps click on ................. button.

(Add a printer – **Finish** – Next)

15. If you have a CD of the printer, you can click on ..................

(Finish – **Have disk** – Print)

16. To pause the printing of all files, select ...................... from printer menu.   (Pause – **Pause printing** – Cancel all Documents)

17. To pause the printing of one file, right click on the file and select .................. from the shortcut menu.

(**Pause** – Pause printing – Cancel all Documents)

18. To cancel the printing of one file, right click on the file and select .................. from the shortcut menu.

(Delete – **Cancel** – Pause)

19. To cancel the printing of all files, select ...................... from the Printer menu.

(Pause – Pause printing – **Cancel all Documents**)

20.    To cancel the printing of one file, select ............ from the keyboard.             (**Delete** – Cancel – Pause)

21. To remove the printer from the computer, right click on the printer and select ……………………

(Remove – **Delete** – Cancel)

22.   To set a printer as a default printer, right click on the printer and select ………………………………

(Cancel all Documents – **Set as default printer**)

## E) Re – arrange :

### A) Re-arrange the following steps to change the country:

( **3** ) From the "Regional Options" tab change the country.

( **2** ) Open the "Regional and Language Options" icon.

( **4** ) Click on "Apply".

( **1** ) From the "Start" menu select the "Control Panel".

### B) Re-arrange the following steps to change the number display:

( **4** ) Open the "Number" tab.

( **1** ) From the "Start" menu select the "Control Panel".

( **6** ) Click on "Apply".

( **3** ) From the "Regional Options" tab click on the "Customize" button.

( **2** ) Open the "Regional and Language Options" icon.

( **5** ) From the "Digit substitution", change the number display that you want (None , National or context )

### C) Re-arrange the following steps to change the date display:

( **3** ) From the "Regional Options" tab click on the "Customize" button.

( **6** ) Click on "Apply".

( **1** ) From the "Start" menu select the "Control Panel".

( **5** ) From the "Calendar type" drop-down menu change the date display.

( **4** ) Open the "Date" tab.

( **2** ) Open the "Regional and Language Options" icon.

## D) Re-arrange the following steps to change the currency:

( **1** ) From the "Start" menu select the "Control Panel".

( **4** ) Open the "Currency" tab.

( **6** ) Click on "Apply".

( **2** ) Open the "Regional and Language Options" icon.

( **5** ) From the "Currency symbol" menu change the currency symbol.

( **3** ) From the "Regional Options" tab click on the "Customize" button.

## E) Re-arrange the following steps to solve the language problem:

( **2** ) Open the "Regional and Language Options" icon.

( **4** ) Click on "Add" if you don't have the language that you want .

( **6** ) Click on "OK"

( **1** ) From the "Start" menu select the "Control Panel".

( **5** ) Choose the "Arabic" language from the "Default input language" drop-down menu.

( **7** ) Click "Apply".

( **3** ) Click on the "Details" button from the "Languages" tab.

## F) Re-arrange the following steps to add a printer to the computer:

( **2** ) Open the "Printer and Faxes" icon.

( **4** ) Follow the Printer wizard steps.

( **3** ) Click on "Add a printer".

( **1** ) From the "Start" menu select the "Control Panel".

( **5** ) Click "Apply".

## F) Matching with the name of the tab:

Regional Options tab      used to change the currency

Number tab      used to change the country

Date tab      used to solve language problem

Currency tab      used to change the number display

Languages tab      used to change the date